General Position Information

Job Title: Mission Assurance IT Program Manager

Position Number: CO052

Position Grade: GS-14

Salary Range: $103,690 - $159,286 (not applicable for detailees)

Vacancy Open Period: 4/28/2021 – 5/26/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: COO/PMR

Duty Location: VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:

  o Current ODNI permanent cadre.

  o Current Federal Government employees. (Current GS employees at the same grade or up to one grade lower than the advertised positions grade may apply.)

- For a detailee assignment:

    o Current Federal Government employees at the same grade or up to one grade lower than the advertised positions grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI's emergency planning.

Major Duties and Responsibilities (MDRs)

This position is in the Office of Preparedness and Mission Resilience (DNI/COO/PMR) that facilitates Intelligence Community (IC)-wide mission resiliency through emergency management and continuity planning to sustain mission essential functions under all conditions. Incumbent is responsible to:

• Manage and lead project implementation and quality assurance by effectively evaluating and monitoring cost, schedule, and performance, assessing variances from the plan, and overseeing the execution of necessary corrective actions; lead project performance reviews and control gates, gather important information, and make authoritative decisions about required next steps; oversee the development and maintenance of appropriate project documentation.

• Provide IT support at all PMR sites and function as the Government Task Manager for IT contract support.

• Serve as the infrastructure readiness officer and facilitate consistent government liaison with host.

• Serve as the COMSEC Custodian for all PMR sites.

• Ensure site compliance with continuity communications directives/policies and COMSEC requirements.

• Assist the ODNI Continuity Manager and Continuity Coordinator to provide day-to-day communications guidance, management, and overall leadership to the PMR team, including all applicable programs and resources.

• Analyze continuity communications management information requirements to develop program or administrative reporting systems.

• Research, maintain and develop continuity communications management and/or program evaluation plans, procedures, and methodology. Coordinate applicable strategic and operational planning documents.

• Provide recommendations of resources (staff, funding, and equipment, of facilities) required to support varied levels of continuity communications operations.

• Collaborate and liaise with ODNI and IC partners to ensure that resources are properly arrayed to address continuity of government and operations communications requirements identified in existing and emerging policies.

• Plan, coordinate, and participate in internal and inter-agency committees, forums, educational classes, awareness campaigns and special events.

• Plan for and serve during deployments for National Security Emergencies, National Security Special Events, IC and ODNI national continuity alerts and activations, exercises, crisis incidents, incident management responses, and other national response and operations initiatives.

• This position is subject to recall 24/7/365, operational shift work to conduct continuity and emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of continuity and emergency management operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

Mandatory and Educational Requirements

• Demonstrated depth in Telecommunication Services tradecraft including accountability for IT equipment and advanced knowledge of CIA and Intelligence Community (IC) IT infrastructure and systems. Proven ability to operate, maintain, and administer an IT facility.

• Ability to identify needs and requirements, and develop processes improvements and planning documents with recommendations for implementation.

• Knowledge of resiliency focused activities in continuity, risk, emergency management, watch operations, capabilities integration and/or test, training and exercise programs.

• Ability to communicate, both verbally and written, in a clear, concise manner that that can be understood by a diverse non-technical audience with different perspectives, objectives and priorities.

• Ability to make decisions and manage competing priorities, schedules, risks, stakeholder requirements and interdependencies on a variety of technical, resource, and organizational issues, even in ambiguous or high-pressure situations.

• Ability to work effectively in a team or collaborative environment with a diverse group of people from different backgrounds, perspectives and skillsets.

• Willingness to be recalled around the clock for continuity and emergency management operations.

• Knowledge of ODNI, CIA and IC regulations and standards, including Information Security (INFOSEC) and Communications Security (COMSEC), to protect Agency data, systems and IT infrastructure.

• Ability to elicit information on complex technical problems from non-technical officers for use in diagnosis, analysis, and resolution of problems.

• Ability to lift up to 75 pounds when supporting installations or special requirements.

• Ability to climb ladders, stoop, bend, and reach for extended periods of time.

• Possess a full scope polygraph or willingness to take full scope polygraph

Desired Requirements

• Considerable knowledge of IT tools, methodologies and technologies.

• Considerable knowledge of IT industry, trends, and developments.

• Basic knowledge of Project Management concepts and principles.

• Familiarity with Tactical Radio communications.

• Knowledge of SATCOM, SATCOM terminals, VSAT Networks.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

   a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

   b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

   c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

   d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified* JobsDNI *website*. For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov

(unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

A complete application must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.

f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov*. All attachments should be in Microsoft Word or Adobe PDF format.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.*

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity

Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**